



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO 1601.2A

B 053

31 JUL 2000

MARINE CORPS BASE ORDER 1601.2A

From: Commanding General

To: Distribution List

Subj: CHAPLAIN DUTY WATCH

Ref: (a) MCBO P5400.1A

1. Purpose. To promulgate instructions for the Chaplain Duty Watch.
2. Cancellation. MCBO 1601.2.
3. Summary of Revision. This Revision contains a significant number of changes and should be reviewed in its entirety.
4. Information. The reference contains the Chaplain's mission. In keeping with the mission, a Chaplain Duty Watch is established to provide "after-hours" ministry in emergencies.

a. The Chaplain Duty Watch, which is comprised of a duty chaplain and a duty religious program specialist/chaplain assistant (USMC personnel), is maintained under the direct supervision of the MCB Command Duty Officer (CDO). The CDO is the central point for contacting the duty chaplain.

b. The Chaplain Duty Watch is assumed at 1630 and is secured at 0730 on weekdays. On Saturdays, Sundays, and national holidays, the watch is continued with a phone call to MCB CDO at 0800. The Chaplain Duty Watch rotation is for 7 days beginning each Tuesday at 1630 and ending the following Tuesday at 0730 or noon during designated holidays.

c. The duty chaplain reports by telephone to the MCB CDO upon assuming the watch and keeps the CDO informed of that chaplain's whereabouts at all times.

d. The duty chaplain is responsible for keeping the MCB Chaplain informed and for procuring the services of other faith groups as required.

5. Action

a. Commanding Officers. Notify the MCB CDO whenever chaplain assistance/support is needed after normal working hours.

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b. MCB Chaplain. As Senior Watch Officer of the Chaplain Duty Watch, provide the Command Adjutant with a copy of the monthly assignments to the watch, together with a current roster of chaplains, which includes both duty/home telephone numbers and individual pager numbers. Notify the Command Adjutant of any modifications to the monthly duty chaplain assignments.

c. CDO. Coordinate and screen all requests for chaplain assistance/support after normal working hours. Contact the duty chaplain by telephone (vice giving out the chaplain's home telephone number) or by pager.

d. Duty Chaplain. Notify the CDO when assuming the duty at 1630 each weekday and by 0800 on weekends or national holidays. Keep the CDO informed of whereabouts at all times. Ensure the pager is in operating condition upon assuming the watch each day. Contact the CDO whenever the pager is activated. Maintain a log of the calls received while on watch, ensuring the confidentiality of the caller is protected at all times.


E. CAVAZOS, JR.
Chief of Staff

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